

15 November 1974

MEMORANDUM FOR: Deputy Director for Administration  
SUBJECT : Weekly Report  
REFERENCE : DD/A Administrative Instruction No. 74-5,  
8 October 1974

Following is a report of significant activities for this office for the past week and for the coming week in priority order.

A. Past week:

1. In a retirement ceremony 13 November at the Chamber of Commerce Building, [redacted] of the Psychological Services Staff, who is retiring, received special awards from the U. S. Navy in recognition of his significant support to the U. S. Navy Risk-of-Capture training programs. The Navy Superior Civilian Service Award and Citation, and a plaque from the Staff of the U. S. Navy SERE Training School in Brunswick, Maine, were presented by Commander J. B. Matthews on behalf of the Commander of the Atlantic Fleet. For his accomplishments in the Agency's Risk-of-Capture Program, [redacted] in 1973 was awarded the CIA Medal of Merit.

2. Director of Medical Services spoke at the Retirement Information Seminar on 12 November in the Auditorium.

3. [redacted] of the PSS Assessment Branch met on 8 November with the Career Service Panel of the Office of Joint Computer Support to complete administrative plans for the OJCS Management Development Center (OMS DD-level objective B 57203). As a result of questions raised at this meeting, a joint meeting of the Panel and PSS

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representatives with the D/OJCS is scheduled for 18 November.

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4. [ ] has been assigned as Deputy Chief, Clinical Division. [ ] recently completed an overseas tour at Saigon.

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5. The DDO Career Management Group [ ] has informed us that the DDO attitude survey questionnaire developed by the PSS is being distributed this week to some [ ] Careerists at headquarters. [ ] also briefed PSS on a workshop on survey utilization that he recently attended at PSS recommendation. The workshop was conducted in New York City by Dr. David Sirota, a prominent organizational consultant and Associate Professor of Management at the Wharton School of Business Administration.

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7. The OMS Training Officer on 12 and 13 November provided instruction in basic first aid and cardio-pulmonary resuscitation to 10 OJCS employees. The 13 November session was monitored by a representative of the Office of Development and Engineering which has scheduled similar training for its personnel.

B. Coming week:

Chief, PSS is scheduled to attend an Executive Leadership Seminar sponsored by the Civil Service Commission in Annapolis, Maryland, 17-20 November.

~~SECRET~~  
JOHN R. TIETJEN M.D.

JOHN R. TIETJEN, M.D.  
Director of Medical Services

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